



# PROVISIONAL APPOINTMENT OPPORTUNITY

## CITY OF LONG BEACH DEPARTMENT OF FINANCIAL MANAGEMENT PURCHASING & BUSINESS SERVICES BUREAU

### BUYER I-II

#### THE POSITION

The Department of Financial Management has an immediate opening for a full-time Buyer I-II in the Purchasing Division of its Business Services Bureau.

The workload is fast paced and diverse, and includes technical work, business writing, problem solving, and significant interaction with management, employees, and vendors.

#### EXAMPLES OF DUTIES

Under direction, purchase a variety of materials, services, supplies and equipment; receive and analyze requisitions; consolidate annual requirements for assigned commodities used by multiple departments; solicit bids on the electronic bidder database; conduct pre-bid and bid opening meetings with potential bidders; compare costs and evaluate the quality and suitability of products or services; make or recommend purchases; source potential vendors and, where necessary, coordinate local and small business outreach efforts; confer with vendors and requisitioning officers concerning purchases; analyze material requirements and commodity specifications; contract management oversight; prepare specifications for contracts and for purchases requiring written bids; analyze and award bids; interview vendors; set up evaluation committees and arrange for demonstrations of products; determine the best sources of supply and the reliability of vendors; issue purchase orders; maintain detailed records and prepare statistical reports of purchasing activities; prepare and/or review letters to the City Council to recommend contract awards; use computer in performing buying functions; may supervise subordinates; and perform other related duties as required.

#### SALARY

\$25.517 to \$41.379 per hour, plus a competitive benefits package. The position may be filled at grade level I or II depending on the experience and qualifications of the successful candidate.



#### MINIMUM QUALIFICATIONS

- Graduation from a four-year accredited college or university with major work in business or public administration or closely related field;
- Two years of full-time experience in purchasing a wide variety of industrial and governmental equipment, supplies and materials for use rather than for resale (Additional experience of the specified type may be substituted on a year-for-year basis for up to two years of the required education);
- Capital construction experience preferred;
- Certification preferred: CPPB, CPPO, CPSM, and CPM.
- Valid motor vehicle operator's license is required;

#### SUCCESSFUL CANDIDATES WILL DEMONSTRATE

- Excellent written, oral and interpersonal communication skills;
- Proficiency with Excel and Word;
- Initiative and ability to work with minimal supervision;
- Good prioritization skills, organizational skills, and attention to detail.

#### APPLICATION PROCESS

The Department will consider current employees with classified status as a Buyer as well as new applicants for a Provisional Appointment. If selected, a provisionally appointed individual must pass the Buyer exam and be certified as reachable by Civil Service the next time the exam is offered.

This recruitment will close at **4:00 PM on Thursday, April 14, 2016**. To be considered for the position, please submit a letter of interest, resume, and answers to the supplemental questions that follow this announcement. Click [here](#) to submit these materials in Word or PDF format.

The recruitment may be extended if sufficient qualified applicants are not received. The most highly qualified candidates will be invited to participate in further selection procedures. Please note that incomplete applications and those that clearly do not meet the position qualifications will not be considered.



## BUYER I-II SUPPLEMENTAL QUESTIONS

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1. Please describe your related experience which you feel best qualifies you for the position of Buyer with the City of Long Beach.
2. Please describe the processes you have used for obtaining pricing for products, services or any other types of commodities. In your response please describe which methods you prefer and why?
3. Please describe how you would keep multiple priority projects on track, and how you would communicate project status to both your supervisor and your customers.
4. Please describe your perspective on what Purchasing's role is within a public agency and how a buyer fits into that role.
5. Please identify how a previous manager's style influenced you and your work.